

Meeting	Audit Committee	Date	07/09/2015
Agenda item	7	Time	5 Minutes
Proactive publication	Yes	Internal publication	Yes
Title	<b>Progress on implementation of a purchase management system</b>		
Presenter	Heather Dove		
ICO Plan aim	6. An efficient ICO well prepared for the future		
Information rights aim	10. The public confident in information rights law as necessary, serving the public interest, effective in practice and properly enforced.		
Issue	<p><b>Background</b></p> <p>The process of posting invoices to the finance system is currently very labour intensive, uncontrolled and inefficient for both the finance team and internal budget holders and purchasing teams. A new system will allow for budget holders to manage the purchase and approval process online and keep track of all committed spend without having to hold additional records. The finance team will benefit from an automated and quicker invoice approval process as well as automation of key balance sheet transactions.</p> <p><b>Progress</b></p> <p>Work was originally planned to begin in July/ August. It commenced in early August due in part to the IT incident and also loss of key finance staff in July. The delay is unlikely to affect the overall output from Finance in any material way and the project is expected to be completely rolled out by the end of October. Key staff throughout the business have been engaged and a business wide communications plan has been</p>		

	drafted to ensure full engagement across users. Finance staff are being trained throughout August and early September with key super users being trained throughout September for a full business wide roll out.
Decision	There is no decision required.
Engagement treatment	None
Financial impact	Not relevant.
Risks	Not relevant.